

PowerTeacher training Agenda for September 3rd, 2008

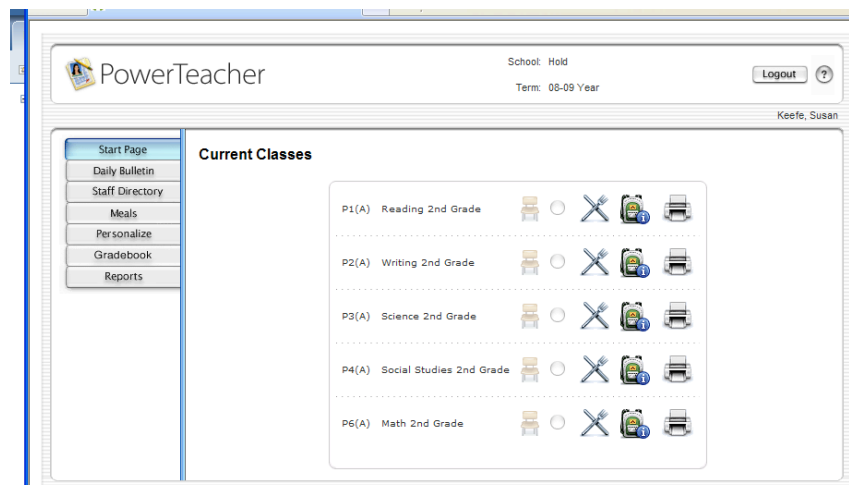
URL for PowerTeacher: <http://sis.ypsd.org/teachers> or <http://snipurl.com/ypsdps>

STEP 1: Please log in to your MacBook while connected to the Network. If not possible, use an iMac. After login - Please open your Safari/Firefox browser (in dock at bottom) and go to either of the above addresses.

You will be asked to authenticate your user name and school before you can proceed past the district homepage. After authenticating, minimize the screen.

STEP 2: At the Powerschool page, first bookmark the page so that you can easily return to it.

- Go to Bookmarks Menu. Select “*Bookmark this page*”.
- In dialog box click on “*Bookmarks Toolbar*” to place a bookmark on your toolbar.
- Next, you will log on to PowerTeacher – Type in your user name and password.
- You should see a screen like the one below. This is your start page.



STEP 3: You will see the Start Page with the list of your current classes. On the left side are also links to the Daily Bulletin, Staff Directory, Personalize, Gradebook, and Reports. The upper left hand area with the image and title “PowerTeacher”, when clicked, will always return you to the Start Page.

STEP 4: If you would like to change your password, click Personalize.

Use a hard to guess password that you can easily remember. Write it down someplace safe.

STEP 5: Check that your information in the staff directory is accurate.

Send corrections to Susan Keefe.

STEP 6: Attendance = chair located on the Start Page (* Demonstration only)

- Attendance is expected to be taken within 20 minutes of students’ arrival for each class.
- Elementary teachers will take attendance in the a.m. and in the p.m.
- If you have questions about the attendance process, please discuss them with your principal. Principals and secretaries will be able to see if attendance was taken.

* Teachers will not be able to click on attendance until tomorrow when students are expected in their classes.

The picture next to the chair will show a green circle if attendance for that day has been taken and a red X if attendance has not been taken.

Sample movie of taking attendance can be found at <http://snipurl.com/ypsdps4>

Attendance Codes New					
Code	Description	Teachers Assign	Counts ADA	Presence	Sort
	Present	Yes	Yes	Present	1 ▾
Ex	Excused	Yes	Yes	Absent	2 ▾
Unex	Unexcused	Yes	Yes	Absent	3 ▾
Tdy	Tardy	Yes	Yes	Present	4 ▾
Ath	Athletics	Yes	Yes	Absent	5 ▾
Fld Trp	Field Trip	Yes	Yes	Absent	6 ▾
Admin Exc	Administrative Excused	Yes	Yes	Present	7 ▾
Tru	Truant	Yes	Yes	Absent	8 ▾
Iss	In School Suspension	Yes	Yes	Present	9 ▾
Oss	Out of School Suspension	Yes	Yes	Absent	10 ▾
Clg	College	Yes	Yes	Present	11 ▾

STEP 7: **Discipline = backpack = Student information located on the start page**

The backpack icon is where you can view assorted student information and submit discipline (log entries).

The pull down menu on the right entitled “*Select screens*” offers several pieces of information. Please take a few moments to explore the various information screens.

STEP 8: Discipline entries are to be submitted by doing the following:

- Pull down the “*Select screens*” menu and choose “*Submit Log Entry*”.
- Whatever the building process is decided is what you would enter.
- Once you enter the log information you will not be able to see it again.
- If you would like you may make a screen shot (Command-Shift-3) found later on desktop and print the discipline entry.

The principal and assistant principal will be able to see the discipline log entry that you entered.

STEP 9: **Your GRADEBOOK: Click link to Gradebook (you might have to return to Start Page) FYI, Before Launching Gradebook, to see some powerteacher tips,** please note above where it says “*Launch GradeBook*” select “*click here for quick entry tips*”

STEP 10: **THEN Select Launch Gradebook.**

- Set the PowerTeacher Gradebook to always OPEN WITH JAVA
- Set to always trust certificate See handout of screenshots for visual help with a and b.

STEP 11: **Explain Screen Layout**

Classes (upper Left), Tabs (center top),

Main (center) and details section (click arrow / center bottom: click to drag up)

STEP 12: Add an assignment, project, test, quiz, etc.

Choose class, click on Assignments tab, click plus sign to add assignment, fill in description of assignment, note Assignment & Publish Tabs, decide if it should be included in the final grade. Save.

To copy assignments to other classes, click on Tools menu, select *copy assignments* and copy.

STEP 13: Add scores to an assignment

To enter a score for assignments, click on Scoresheet tab.

When you click in the column, you can input grade (letter, point, grade) as well as designate “collected, late, exempt” etc. by right clicking or going to Tools Menu, then Score Inspector.

PLEASE DO NOT ENTER GRADES UNTIL FURTHER NOTICE.

STEP 14: Add comments to Assignments/Final Grade

To enter comments for individual assignments, progress reports and/or final grades, from Scoresheet, click on Final Grade column, then right click or go to Tools Menu – select *Score Inspector*.

Click on *Comment Bank*. Select/add comments.

STEP 15: To Print Student Rosters and Attendance Grids

Click on Reports Tab

Drag up bottom section.

Click on Report desired.

Modify as needed. Some can be exported as CSF files that open with Excel spreadsheet program.

Click “*Run Report*”

Save PDF/CSF with name you wish and location you wish. Sample to desktop.

Open from location (desktop). Explain that you can then print file.

STEP 16: To exit Gradebook, select exit from the File Menu.

STEP 17: To exit PowerTeacher, click Logout upper right hand side

PowerTeacher does time you out after a long period of inactivity

STEP 18: How do I get help?

Here are some ways to get help.

- Check Quick Reference handout. (online at <http://snipurl.com/ypsdps0>)
- Susan Keefe and Paula Sizemore will be in buildings for ½ days for the first week of school. We will send a schedule as soon as we know where we will be assigned.
- Ask informed colleagues.
- Links – we will soon email the address of a web page with links to videos and help files
 - For now, check out <http://snipurl.com/ypsdps1> , <http://snipurl.com/ypsdps2> , <http://snipurl.com/ypsdps3> , and <http://snipurl.com/ypsdps5>
- At Gradebook page, Select *Online Training, New User*. Enter your details with the code: pss@01gb . At next screen type “PowerTeacher” in search box. Select Online Class and register for the free, at your pace class. See <http://snipurl.com/ypsdps6> for more details.

STEP 19: Brief Intro to Parallels (at this point, only way to access your H drive via MacBook)

Click Parallels Icon (interlocking yellow Ds) in Dock next to trashcan

Select Run if prompted (green arrow)

After virtual machine boots up, consider checking View Menu and choosing Full Screen.

To get out of Full Screen (press both Alt and Enter/Return keys at same time)

To have both operating systems communicating with each other, go to View and choose “*Coherence*”

When finished with Parallels, go to Parallels Desktop Menu and select Quit.

On the Mac side, please note that the first time you run Office for the Mac you might be prompted to personalize it. Supply at least what is asterisked.

STEP 20: The address for the Apple Survey is:

<http://inhouse.ypsd.org/ypsdteacher/index> or <http://snipurl.com/ypsdps7>

On the right under important links you will find a choice of elementary, middle and high school links for the apple survey.

You will need to type in a code depending on what level you teach.

10879146 - Elementary School

10879170 - Middle School

10879213 - High School